



Works on the Public Highway instigated by Developers (Section 278 Agreements & Highway Agreements)

This document is guidance only, and should not be construed as legally binding on the Council. The guidance has been prepared without the benefit of legal advice, and may be updated and subject to change. You should obtain your own independent legal advice on the agreements referred to within this guidance at your cost.

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Definitions & Interpretation

Adopted Highway – Highway maintainable at the public expense.

Adopt (Adoption) - The process by which future maintenance of a Highway at the public expense is accepted by DCC.

CDM Regulations – Construction (Design and Management) Regulations 2007

Consultant – An organisation employed by the Developer to design the works.

Contractor – An organisation employed by the Developer to carry out construction works.

Dedicate (Dedication) – The freehold legal owner of a piece of land dedicates the top soil of that land for use as Highway and retains legal ownership of the subsoil.

DMRB - Design Manual for Roads and Bridges

Developer – An individual or organisation promoting a development.

Developer-Led Infrastructure Officer – Officers responsible for the technical approval, site inspection and management of works on the Highway pursuant to a Section 278 Agreement or Highway Agreement.

Dorset County Council (DCC) – DCC is the highway authority responsible for the construction, maintenance, operation, use and control of the Adopted Highway.

Easement - The right (secured by a legal agreement) to use or cross someone else's land for a specified purpose, for example to carry out work on underground pipes.

Highway – A way over which the public have a right to pass and re-pass unhindered.

Highway Agreement – A legal agreement between DCC and the Developer. DCC will enter the agreement where it is satisfied that the works to the Adopted Highway will be of benefit to the public. The Developer (or their Contractor) will be responsible for executing the works on the Adopted Highway in accordance with the terms of the agreement.

Highway Community / Customer Liaison, Technical Officer – DCC officers responsible for the maintenance, operation, use and control of the Adopted Highway.

Licence Agreement – An agreement to facilitate Minor Work on the Adopted Highway.

Minor Work - Minor work is limited to works of this description only: dropped kerbs for a single vehicular access; a simple bellmouth junction serving a private development that requires no amendment to the street lighting, highway drainage system or horizontal and vertical alignment of the Adopted Highway.

Section 38 Agreement – A legal agreement made pursuant to Section 38 of the Highways Act 1980 that provides for Dedication of a road or other way as a Highway, and an agreement to Adopt the Highway at a specified point in time. This agreement is made between DCC and the freehold owner of the land who is willing and has the power to Dedicate the road or other way as Highway.

Section 278 Agreement - A legal agreement made pursuant to Section 278 of the Highways Act 1980, which enables DCC, where it is satisfied that it will be of benefit to the public, to execute works on the Adopted Highway, in accordance with the terms of the agreement entered into with the Developer.

Surety – A third party approved by DCC becomes a party to the Section 278 Agreement / Highway Agreement and guarantees to pay the sum specified in the said agreement for the purpose of completing the works in certain circumstances.

Section 1: Introduction

General – Section 278 Agreement, Highway Agreements, Section 38 Agreement and Licence Agreements

1.1 This document deals with Developer instigated works on the Adopted Highway and Highway. It covers DCC requirements and procedures to authorise the work on the Adopted Highway and requirements and procedures relating to Adoption of land that has been Dedicated.

1.2 Works on the Adopted Highway will be facilitated by a Section 278 Agreement where DCC is responsible for carrying out the works, or a Highways Agreement where the Developer is responsible for carrying out the works. A Licence Agreement will facilitate Minor Work. Typically, a proposed new street that is to access the Adopted Highway will be subject to a Section 38 Agreement. The Developer will bear all of the costs associated with these legal agreements and the works carried out.

1.3 It is advisable to involve the DCC Transportation Development Management team within Planning (who provide pre-planning permission highway advice) and the DCC Developer Led Infrastructure Team in consultations at an early stage of preparing your development proposals, especially if the proposed Highway works are extensive and have potentially significant environmental impacts, for example removal of trees and hedges. This will give an opportunity to resolve any potential problems relating to the works before you submit any planning application (see Appendix D for contact information).

Section 2: General requirements

2.1 A Section 278 Agreement and Highway Agreement set out the standards by which the works must be constructed, provide the mechanism for the collection of costs and fees associated with the works and any commuted sums for their future maintenance. All the works shall be done wholly at the Developer's expense. A Section 278 Agreement and Highway Agreement may be entered into when:

- full planning permission for the development has been obtained from the planning authority including approval of any reserved matters relating to the Highway works;
- technical approval must have been granted, or due to be granted imminently;
- where land is to be Dedicated, title to that land must be deduced to the satisfaction of DCC. The freehold owner must be a party to the agreement and provide the covenants contained therein relating to the Dedication; and
- all necessary Easements must have been provided.

Deed of Grant

2.2 A deed of grant must be entered into in respect of Highway drainage systems that are not positioned within the Adopted Highway. The owner of the land, where the Highway drainage systems are sited, grants to DCC a right of drainage together with a right to enter that land for purposes including the maintenance and repair of those Highway drainage systems.

Traffic Regulation Orders (TRO)

2.3 Where a development requires changes to an existing TRO or a new order is required, the Developer will be required to pay all costs associated with the TRO. TROs are subject to statutory procedures and consultations. This can be a very lengthy process and a successful outcome is not guaranteed. You should get advice on the likely timescales and take this into account when you programme your proposals.

Traffic calming and other traffic management schemes

2.4 Where the works involve traffic calming, we will consult with interested parties, such as the parish or town council and the local county councillor and residents, about the traffic-calming schemes in line with our normal practice. This may include a public exhibition and other consultations beyond minimum statutory requirements. We also carry out consultations on other traffic management schemes, in line with our normal policies and procedures (which we will advise you of during the design process).

The CDM Regulations

2.5 Before the Developer-Led Infrastructure Officer can process the Developer's request for a Section 278 Agreement or Highway Agreement, the Developer must provide written proof of notification to the Health and Safety Executive of the appointed Client for the works for the purposes of the CDM Regulations.

As Client for the works, the Developer will be responsible for meeting the CDM Regulations and making sure that the works are designed and constructed in line with the CDM Regulations. This is not DCC's responsibility.

The Land Compensation Act 1973 and the Noise Insulation Regulations 1975

2.6 Under the Land Compensation Act 1973 people can claim compensation where the value of their interest in their land is depreciated as a result of works on the Adopted Highway. The Noise Insulation Regulations 1975 require DCC to offer noise insulation or grants to occupiers of dwellings subjected to noise at or above the specified level due to the use of an Adopted Highway. A Section 278 Agreement and Highway Agreement requires the Developer to indemnify DCC (protect DCC from legal responsibility) against the full costs of any payments DCC makes under the Noise Insulation Regulations. DCC will notify the Developer about any claim received and any offers made.

Section 3: Information required about the proposed Consultant and Contractor

3.1 The level of information we will require will depend, amongst other things, on whether or not your intended Consultant and Contractor has worked before on a project of a similar scale and nature in Dorset and whether or not we have been satisfied with the way that they have performed. Where the Consultant and Contractor have more than one office, we will need to know which office(s) will be undertaking the project.

Consultant details to be provided:

- Name
- Contact details
- Local Office address
- Website
- Brief description of the Consultant's business
- Statement of the Consultant's manpower and resources available to them to carry out the design
- Curriculum Vitae of staff who will carry out the design work
- Details of any Quality Assurance Accreditation

Consultant - Previous design work on three schemes over the past five years

For each scheme the following information to be provided:

- Title of scheme and date
- Brief description of the works
- Cost of scheme
- Name and address of the Consultant's client
- Name, address and position of an appropriate officer, within the highway authority for the area where the scheme was carried out, by whom a reference may be obtained

Contractor details to be provided:

- Name
- Contact details
- Local Office address
- Website
- Employers liability insurance details
- Public liability (third party) insurance details
- Brief description of the Contractor's business
- Details of previous similar work (for each scheme give the following)
 - title of scheme and date
 - brief description
 - cost of scheme
 - state whether acting as the main contractor or sub-contractor
 - name and address of client
 - name, address and position of the engineer supervising the contract from whom a reference may be obtained
- Details of any Quality Assurance Accreditation

- Health and safety questions:
 - name and position of the Contractor's senior employee with responsibility for co-ordinating health and safety
 - provide a copy of the most recent health and safety policy statement
 - name, health and safety qualifications and experience of safety advisor
 - are formal systems in place to ensure that all plant, equipment and vehicles used in carrying out Highway works are regularly inspected and adequately maintained?
 - has the Contractor developed permit to work systems, safe systems of works, safety procedures etc appropriate to the work undertaken by the company?
 - are specific resources allocated for safety supervision, training and safety equipment as appropriate to the work undertaken by the company?
 - are risks assessed, assessments recorded and control implemented as appropriate, prior to commencement of work?
 - has the company been prosecuted or served with a prohibition and/or improvement notice for any breach of health and safety in the last three years?

Section 4: Highway design

4.1 DCC can carry out the design on behalf, or any part of it, on behalf of the Developer which will alleviate the need for the detailed checking process if a Consultant is employed. DCC's in house construction division can also construct the works.

4.2 If you want DCC to carry out design we will normally provide you with a quote for the design costs. Design work will not commence until a formal order has been received.

4.3 If the design is carried out by a Consultant then DCC will undertake the design checking role. All costs involved will be at the Developer's expense. The timescale for each design check is approximately 4 to 6 weeks but will vary according to workload.

4.4 Please note that submitting incomplete or inadequate designs is likely to result in delays in receiving technical approval and increased design checking costs. Furthermore, any clearly inadequate designs not containing the information requested in Appendix A will be rejected until a full and adequate submission has been received.

4.5 All design works must be carried out in accordance with the agreed design criteria and specifications listed below (or any revision or replacement of these documents current at the time the works are undertaken except as modified by the technical approval or approved by DCC).

Roundabouts:

DMRB (Vol. 6) – TD 16/93 – Geometric Design of Roundabouts.
ARCADY

Priority junctions:

TD 42/95 – Geometric Design of Major/Minor Priority junctions
TD 41/95 – Geometric Design of Vehicular Access to All-Purpose Trunk Roads (where appropriate)
PICADY
LINSIG or TRANSYT (where appropriate)
TD 50/99 – The Geometric Layout of Signal Controlled Junctions & Signalised Roundabouts

Pedestrian crossing facility

Traffic Advisory Leaflet – 1/02 The Installation of Puffin Pedestrian Crossings
Traffic Advisory Leaflet – 04/98 – Toucan Crossing Development
Traffic Advisory Leaflet – 10/93 – 'Toucan' An Unsegregated Crossing for Pedestrians and Cyclists
Statutory Instruments – 1997 No.2400- Road Traffic – The Zebra, Pelican and Puffin Pedestrian Crossings Regulations & General Directions 1997
Version: April 2009 Highways, transportation and development
Local Transport Note 2/95 – The Design of Pedestrian Crossings
DMRB (Vol 8) – TA 15/81 – Pedestrian Facilities at Traffic Signal Installations
DMRB (Vol 6) – TA 86/03 – Layout at Large Signal Controlled Crossings
DMRB (Vol 8) – TD 35/91 – MOVA Traffic Control
DMRB (Vol 8) – TA 12/81 – Signals on High Speed Roads
DMRB (Vol 8) – TA 16/81 – General Principles of Control by Signals
DMRB (Vol 8) – TA 68/96 – Assessment & Design of Pedestrian Crossings

TRAFFSIG 1D – Dorset County Council document on traffic signals

Structures

Design must comply with agreed Approval in Principle (AIP). All design/check certificates in accordance with BD2/02 shall be supplied to and endorsed by the Technical Approval Authority (Dorset County Council) before construction commences.

Geotechnical Information to be provided:

Initial ground investigation proposals

Desk study information including preliminary deep borehole work

Ground investigation including detailed proposals with borehole locations, schedules, long sections and laboratory testing philosophy

Factual report

Interpretative report including calculations

Earthworks design including drawings and specification

Structural foundation design

‘Buildability’

Does the design allow for the Contractor’s input?

Provide evidence that construction issues have been addressed in the design.

4.6 Where the Consultant is unable to meet the above design standards, a Departure from Standards document must be completed, stating the engineering reasons as to why the departure is necessary. The Contractor shall state any safety risk associated with the proposal and any mitigating circumstances; the effect on quality and durability; and in qualitative terms, the benefit and cost of applying full requirements of the standard, or guidance in the DMRB.

4.7 The Developer will be required to submit Road Safety Audits (see Appendix C). Road Safety Audits must be carried out by an accredited road safety audit team that is independent of the Consultant. Alternatively, DCC can carry out Road Safety Audits on behalf of the Developer. Work will not commence until a formal order has been received.

Section 5: Obtaining Technical Approval

5.1 In certain circumstances, where the works to the Adopted Highway are in the statutory control of the Highways Agency (i.e trunk roads) the Developer will need authority for the works from the Highways Agency under Section 6 of the Highways Act 1980. Similarly on occasions where a scheme of works involves Adopted Highway across more than one administrative boundary, authority for such works will be required under Section 8 of the Highways Act 1980.

5.2 The technical approval process involves submitting drawings, calculations and other relevant information to DCC for approval. Only once approval has been obtained, will the Developer-Led Infrastructure Officer instruct Dorset County Council's Legal Services to prepare a Section 278 Agreement or Highway Agreement depending on whether DCC or the Developer is carrying out the works.

5.3 A technical approval will only be issued when:

- all design checks have been completed;
- safety audit processes have been satisfactorily completed where required; and
- any additional or amended details have been supplied.

5.4 Technical approvals are valid for the duration of the completion period described in the Section 278 Agreement or Highway Agreement. If construction has not started during this timescale a further application will be required.

Section 6: Completing the legal requirements

The Section 278 Agreement / Highway Agreement

6.1 Upon receipt of the technical approval, 12 coloured copies of the technical approval drawings, at scale 1:500, are required and 4 copies of the latest revision of all other relevant drawings. These drawings are required for the Section 278 Agreement / Highway Agreement, inspecting the works and other purposes.

6.2 The colouring requirements in permanent ink are:

Outline of site ownership boundary	Edged in red
Dedication land	Shaded Pink
Areas of work within the Adopted Highway	Shaded Blue
Drainage within the Dedication land to be adopted by DCC	Edged Blue

6.3 Dorset County Council's Legal Services will be responsible for the preparation of all documentation for the Section 278 Agreement / Highway Agreement.

6.4 Section 278 Agreement / Highway Agreement are generally in a standard format. However, at times it will be necessary to include various additional clauses in respect of individual items within the proposed highway limits.

6.5 The Developer is required to meet all of the costs associated with the works, that includes Dorset County Council's legal costs and disbursements in preparing and completing the said agreement (see section 9). The Developer's solicitor will need to provide an undertaking to pay Dorset County Council's legal costs, whether or not the said agreement completes, for the sum of £2000. Actual legal costs payable may be more or less than this sum, depending on how straightforward the matter is. Legal costs are monitored, and where costs will exceed the undertaking provided, the undertaking will need to be extended accordingly.

Surety

6.6 The cost of the works are the Developer's responsibility. DCC must be protected against the risk of unforeseen expenditure if the works are unfinished for any reason. The Developer must arrange for a Surety to become a party to the Section 278 Agreement / Highway Agreement to guarantee to provide to DCC on request, the sum required to complete the works, including administration costs.

Section 7: Construction

7.1 No works will be permitted to start until the Section 278 Agreement / Highway Agreement has been completed.

7.2 DCC can carry out the construction works on your behalf.

7.3 The Developer or his Contractor must have insurance to indemnify DCC against any claims by third parties arising from the works. Before being approved the Developer or his Contractor must provide to the Developer-Led Infrastructure Officer the original insurance certificate that shows a minimum £5 million public liability insurance with no limit on the number of claims.

7.4 The works must be registered as planned works in accordance with the New Roads and Street Works Act 1991. The application pack is available on the Dorset For You website (<http://www.dorsetforyou.com/index.jsp?articleid=388010>).

7.5 Only an accredited Developer or Contractor may carry out work on the Adopted Highway with the permission of DCC and in accordance with the terms of a Highway Agreement.

7.6 Developers are required to arrange a 'pre-start' meeting to establish the requirements in respect of:

- programme;
- emergency procedures;
- site set-up;
- statutory undertakers alterations;
- health and safety;
- publicity
- testing procedures;
- inspecting works;
- traffic management;
- temporary traffic regulation orders (closures etc);
- traffic control; and;
- reserving road space (depending on the extent of the works and location up to three months notice may be required).

7.7 The meeting should be attended by the Developer's representative, the designer, the Contractor for the works, a Developer-Led Infrastructure Officer and a representative of the Highway Manager (Community / Customer Liaison team).

Health and safety

7.8 The Developer must comply with all aspects of the CDM Regulations and indemnify DCC against all claims, liabilities and actions if the developer fails to do so. The Developer is also required to submit full details of any traffic management proposals for the construction of works (on the Adopted Highway) for approval by DCC's Traffic Manager.

Site inspection

7.9 The Developer or his Consultant are responsible for the day-to-day supervision of the construction works. DCC will only inspect the works to check that they are being constructed in accordance with the approved drawings and adoption requirements. DCC must be given access to the works in progress at all times. If problems arise, DCC will be happy to discuss possible solutions, but it will still be the responsibility of the Developer's representatives to instruct the Contractor and make sure that the works are satisfactorily completed in accordance with the terms of the Section 278 Agreement / Highway Agreement.

7.10 In order to ensure compliance with the specification the Developer will be asked to arrange for materials to be tested by a UKAS Accredited organisation.

Timescale for completing the road works

7.11 DCC impose a time limit on completing road works to avoid unnecessary disruption to the travelling public.

Section 8: Maintaining and adopting the road works

Issuing a substantial completion certificate

8.1 DCC will issue a substantial certificate once:

- the works have been substantially completed and found to be satisfactory;
- the street lighting has been accepted on DCC's inventory (see Section 10);
- any traffic signal equipment is accepted on DCC's inventory
- any new planted landscaping areas, grassed areas and trees that are to form Highway for DCC to Adopt have been fully planted and established and accepted;
- the works (including any existing and new planted landscaping areas) have been jointly inspected (that is by DCC, the Developer and the Contractor) and no significant defects have been identified; and
- any Stage 3 Road Safety Audit (see Appendix C) has been completed and all changes required have been made satisfactorily.

8.2 The Developer will then be responsible for maintaining the works for a period of at least twelve months. This allows any defects in the works to become apparent after they are brought into use and remedied by the Developer.

Issuing a final certificate

8.3 DCC will issue a final certificate of completion when the following actions have taken place.

- The Developer must contact DCC at the end of the maintenance period to arrange a further joint inspection of the works (including any trees and soft landscapes). DCC will issue a list of any remedial works required, which must then be completed to DCC's satisfaction.
- The works must have been maintained to DCC's satisfaction during the maintenance period.
- Where the works are subject to a Road Safety Audit (see Appendix C), a Stage 4 assessment must have been completed to the DCC's satisfaction. DCC will decide whether a final certificate can be issued once the Stage 4 twelve-month report has been completed.
- The Developer must provide DCC with:
 - 'as built' drawings, preferably in an electronic AutoCad form on CD,
 - the Health and Safety file, on CD, produced in accordance with the CDM Regulations
 - a Construction Compliance Certificate for structures being offered for Adoption.

8.4 After all of the above has been done to DCC's satisfaction, DCC will:

- issue a final certificate of completion;
- instruct our solicitor to cancel the bond, releasing the Surety from their obligations; and
- authorise the formal Adoption of the works.

Section 9: Fees

9.1 In order to ensure that abortive and unredeemable fees are not incurred, a fee will be secured with the application to enter into a Section 278 Agreement / Highway Agreement. For typical highway works this will be based on the estimated cost of the works. For works up to and including £100,000 (excluding any service diversions or associated statutory undertakers works) the fee will be £2,000, and for those works costing in excess of £100,000 the fee will be £4,000. This fee will constitute a deposit on the final design checking fees payable under any formal agreement.

9.2 DCC will make a charge for the following costs incurred in the assessment of highway works schemes:

- administering the Section 278 Agreement / Highway Agreement;
- designing the works or checking the design provided by the Developer's Consultant;
- Road Safety Audits (see Appendix C) when undertaken by DCC staff on behalf of the Developer;
- consultation and preparation of TROs (if required);
- inspecting the works on site;
- commissioning of traffic signals (where applicable); and
- commuted sums.

A standard percentage fee will be charged for administering the Section 278 Agreement / Highway Agreement. Due to the variable nature of the works individual fees will be calculated for all the other items listed above.

9.3 DCC will also require the following to be deposited:

- in the absence of a Surety, a cash sum should be deposited with the DCC based on the cost of the works. (Following the issue of the substantial completion certificate, 80% of that cash sum will be returned to the Developer with the remainder returned after the issue of the final certificate, less any part of that cash sum used by DCC to complete the works,).
- an emergency deposit (this will be returned after the issue of the final certificate).

9.4 All fees and charges are due before the completion of the Section 278 Agreement / Highway Agreement.

9.5 Dorset County Council's Legal Services charge an hourly rate for work associated with the preparation and completion of the Section 278 Agreement / Highway Agreement. Actual cost will depend on how promptly the matter proceeds to a straightforward conclusion.

Committed sums

9.6 A committed sum is payable by the Developer to DCC for future maintenance of Highway items that are required by the Developer for aesthetic or non Highway purposes. Where DCC agrees to Adopt these items the committed sum is levied to cover maintenance of items such as:

- additional areas exceeding usual highway design standards and which are not required for the safe functioning of the highway (including grass);
- traffic signal equipment;
- materials outside the normal specification;
- any non standard construction types or materials;
- unusual or additional street furniture;
- landscaping within the proposed highway, including trees;
- decorative / heritage street lighting columns;
- special features such as noise fencing;
- the disposal of contaminated waste from interceptors connected to SUDS;
- landscaping maintenance of SUDS;
- unusual drainage systems such as on-line storage, hydro breaks, pumping stations, SUDS, permeable paving and swales;
- highway structures (including safety and fencing) that can be omitted by utilising an alternative design yet are created to facilitate the Developer's choice (higher density, aesthetics, etc).

This is not an exhaustive list. There are other occasions detailed throughout this document where a commuted sum, may be appropriate.

Note:

Where proposing SUDS for highway draining, other than soakaways to DCC specification, discussions must be held with all relevant parties at an early stage (and certainly before submitting a planning application) to agree ownership and responsibility for the facility because DCC may not be able to accept the maintenance regime.

Section 10: Street Lighting

Design

10.1 Lighting designs may be provided by DCC (at the Developer's cost) or produced by an independent lighting designer. In either case, DCC has to issue a design certificate.

10.2 Design certificates are valid for twelve months. If construction is likely to take longer than this a phased project should be considered to prevent this time limit being surpassed.

10.3 The Developer must ensure that any equipment mounted upon a building has legally binding permission to be attached and maintained. This permission must be recorded on the legal title for that building and be binding on future owners of the land.

10.4 The general and site specific lighting equipment specification, issued by DCC with each design approved, is inflexible - any departures must be agreed in writing by DCC.

10.5 Any decorative/heritage lantern proposals must be compliant with our environmental policy and must be included at the earliest stage of design.

10.6 DCC have a policy of part night lighting in residential areas where street lighting is switched off between midnight and 05.30am. Lighting designers must liaise with the Principal Engineer (Street Lighting) to ascertain which lighting units will be subject to this policy.

Installation

10.7 No lighting installation should be constructed until a design certificate has been issued by DCC.

10.8 Once equipment has been installed it is the Developer's responsibility to ensure the operation and maintenance of that equipment; to include regular cleaning, lamp change, inspections and test certificates in accordance with the design parameters, 'Well Lit Highways' Code of Practice and statutory law. This maintenance must continue until such time as DCC formally accepts the equipment and adds it to its inventory.

10.9 Unmetered energy arrangements with the local Electricity Company must be made and maintained by the Developer until DCC formally accepts the equipment to its inventory.

10.10 Decorative styles of lighting equipment will usually require the use of traditional, cast iron, lighting columns - embellishment kits on standard steel columns are not accepted.

10.11 Once a request to accept the lighting equipment (and required information) has been received an on site assessment will be carried out. Any departures from the design, general or site specific equipment specification will be notified to the Developer. Ownership of, and responsibility for, the equipment remains with the Developer until all defects are corrected and formal acceptance has been issued. Repeated site inspections may result in a higher fee being charged.

10.12 Incomplete installations will not be accepted, unless originally designed as a phased installation - where only an entire and complete phase would be accepted.

Acceptance

10.13 Requests to accept lighting must be accompanied by an accurate as-built drawing (matching the design certificate), a detailed inventory, valid electrical test certificates for all equipment and evidence (if applicable) of maintenance completed.

Appendix A - Highways Submission Check List

The following information is required for the Section 278 Agreement or Highway Agreement technical approval.

All requested relevant information must be supplied, as this will reduce the time taken to complete the approval. Confirmation is required that the submitted layout conforms to all planning requirements.

Please supply four copies of the following drawings, drawn on a current survey base (where appropriate), together with calculations and supporting documents showing all relevant details in respect of the following:

Layout <ul style="list-style-type: none">• Plans to a scale no smaller than 1/500 indicating the proposed works together with landscaping.• Plans indicating the position of all carriageways, footways, footpaths, cycleways, verges, service strips, visibility splays, traffic calming features, surface water drainage including gully positions, position of dwellings, positions of highway lighting, gradients of driveways, garaging and/or parking spaces with vehicular crossings, traffic signals and signs, road markings and structures.• Road Safety Audit
Vertical Alignment <ul style="list-style-type: none">• Longitudinal sections of the carriageway showing existing and proposed levels for the centre line, channel, gradients and vertical curves with the appropriate horizontal road layout drawn below this section.• Longitudinal sections must also indicate surface water sewer profiles including the position of manholes, gradients, pipe sizes etc.
Standard Details <ul style="list-style-type: none">• Cross sections at 10m intervals showing carriageway, footway and verge construction including details of support.• Typical construction details of footways, footpaths, cycleways, vehicular accesses and pedestrian crossing points kerbs, manholes and pipe bedding.
Ground Conditions <ul style="list-style-type: none">• Where required, a geotechnical report, including CBR test results at formation.
Drainage <ul style="list-style-type: none">• Details of existing and proposed surface and foul water drainage, including a highway gully layout.• Calculations of surface water run-off, 'micro drainage' etc.• A manhole schedule.• Details of deeds of easements and discharge consents.
Other Features <ul style="list-style-type: none">• Any specialist information regarding traffic signals, bridges, culverts, headwalls and retaining walls supplied on separate drawings.

Street Lighting <ul style="list-style-type: none">• A street lighting layout and specification (This can be undertaken by DCC if required).
Statutory Undertakers <ul style="list-style-type: none">• Amendments required for the proposed works and new supplies to the accessing development.
Safety <ul style="list-style-type: none">• Details of the client (for the purpose of the CDM Regulations) and the CDM Co-ordinator
Other <ul style="list-style-type: none">• Noise Assessments

Appendix B - Structures Submission Check List

Introduction

In all cases where a structure (i.e a retaining wall, culvert or other building) either supports the Adopted Highway or land adjacent to the Adopted Highway, it is necessary for the Developer to satisfy DCC of the structural integrity of the structure.

Any structure that supports the Adopted Highway, whether it be a bridge, culvert or retaining wall is considered to be part of the Adopted Highway. The future maintenance responsibility of the structure, however, only passes to DCC if DCC agrees to Adopt it.

All structures with possible highway implications must be safe, durable and designed for minimum maintenance. The later requirement is particularly important if the structure is proposed for Adoption.

At the outset, it is necessary to establish the following:

- whether technical approval is required for the structure, and
- whether the structure will be Adopted by DCC.

Technical Approval

Irrespective of whether Adoption would take place, technical approval is required for the following types of structures:

- It has a span equal to or greater than 0.9 metres and is under or alongside the highway.
- It is a culvert with a span of 0.9 metres or more.
- It is a subway.
- It is a retaining wall adjacent to the Adopted Highway where the difference in ground levels between the front and back of the wall is more than 0.6 metres.
- It is a retaining wall of any height supporting the Adopted Highway.
- It is a reinforced / strengthened earth structure.

Early discussions should be held with the Principal Engineer (Bridge Management) (see Appendix D for contact information) to determine design standard requirements. He will explain the technical approval and construction certification process.

For most structures full design calculations (to Eurocodes EN1990 -1999) and drawings will need to be submitted to establish that the design has been carried out in accordance with the appropriate standards and practice. The drawings shall show the proposed line and level, proximity of the Adopted Highway and/or proposed Highway, original and proposed ground levels and the specification of proposed materials. The details of the design calculations and the professional obligations and liability will remain the responsibility of the designer.

Appendix C – Road Safety Audits

General

The Design Manual for Roads and Bridges, Volume 5, Section 2, Part 2, HD19/03 is the national standard for Road Safety Audits. Paragraph 1.5 states: “Road Safety Audits are intended to ensure that operational experience is applied during the design and construction process in order that the number and severity of accidents is kept to a minimum. Auditors identify and address problem areas using experienced gained from accident reduction schemes, accident investigation and research work. All requested relevant information must be supplied, as this will reduce the time taken to complete the approval.

Road Safety Audits should only consider road safety matters – they are not a technical check that the design conforms to standards and they do not consider structural safety.

Audits are carried out by an accredited (to the requirements laid down in HD 19/03) Road Safety Audit team that is independent from the works’ designers. The completed audit should be sent to DCC, along with the designers’ response.

Design - Stage 1 and 2 Road Safety Audits

Stage 1 Audits should be carried out at the preliminary design stage. This is the last occasion that the basic design of the works can be significantly changed and any land requirements finalised.

Stage 2 Audits should be carried out following completion of the works’ detailed design. This audit is concerned with the more detailed aspects, for example the provision of signs, road markings and street lighting.

Construction - Stage 3 and 4 Road Safety Audits

Stage 3 Audits should be carried out only when the works have been substantially completed and preferably before the works are open to road users. This audit should look at the works from all road users’ viewpoints and be carried out both in daylight and during the hours of darkness.

Stage 4 Audits should look at how the works are operating and examine the accident record. They should normally be carried out at 12 months and 36 months after the works opened. Based on the accident record and observations made during any site visits, these audits should identify any road safety problems and recommend remedial measures.

Appendix D - Contacts

For initial discussions please contact:

Steve Savage – Principal Engineer (Transportation Development Management, Planning service)

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For technical queries on structural design matters please contact:

John Burridge – Group Manager (Bridge Management, Dorset Highways)

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For technical queries on street lighting design matters please contact:

Rod Mainstone – Principal Engineer (Street Lighting, Dorset Highways)

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For technical queries on traffic signal design matters and a copy of TraffSig 1D document please contact:

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For queries on existing public highway and maintenance matters please contact:

Mike Westwood - Highways Manager (Community / Customer Liaison team, Dorset Highways)

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For queries on reserving roadspace please contact:

Kevin Cheleda – Principal Engineer (Road Space Management, Dorset Highways)

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Works on the Public Highway instigated by Developers.
(Section 278 Agreements & Highway Agreements)